



BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION

1625 North Market Boulevard, Suite S202, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 574-7720 FAX: (916) 574-8649
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**REGISTERED INSTITUTIONS AND PROGRAMS
APPLICATION FOR REGISTRATION TO PROVIDE EDUCATIONAL SERVICES
PURSUANT TO ARTICLE 9.5 OF THE CALIFORNIA EDUCATION CODE
(COMMENCING WITH SECTION 94931)**

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OFFICE USE ONLY

DATE RECEIVED

LEDGER NUMBER

APPLICATION FEE

APPLICATION NUMBER

SCHOOL CODE

Notice on Collection of Personal Information

Disclosure of your personal information is mandatory. The information on this application is required pursuant to California Education Code (CEC) Sections 94931 and 94931.1. Failure to provide any of the required information will result in the application being rejected as incomplete. The information provided will be used to determine qualifications for registration as provided by Article 9.5 of the CEC. This information may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Bureau, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Bureau's Communications and Public Records Act/IPA Coordinator at the address and telephone number listed above.

Disclosure of your social security and/or your federal employer identification number (FEIN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c) (2) (c)) authorizes collection of your social security number and FEIN. Your social security number and/or FEIN will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code. If you fail to disclose your social security number/FEIN, your application will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you.

Section 1: Initial Registration**Change of Ownership**

REGISTRATION CATEGORIES. Select the category or categories of educational services or programs for which you are applying to register. Calculate the total amount of fees that are enclosed. The application and fee(s) should be sent to the Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education, P.O. Box 9809818, West Sacramento, CA 95798-0810. Make check or money order payable to the Bureau for Private Postsecondary and Vocational Education. Application fees are non-refundable and must accompany the application. If application fees are not included with the application, the application will be returned to you and not processed.

Continuing Education (\$700)

Complete Appendix #A

☐**Short-term Seminar Training (\$700)**

Complete Appendix #D

☐**Intensive English Language Program (\$700)**

Complete Appendix #B

☐**Short-term Career Training (\$1000)**

Complete Appendix #E

☐**License and Exam Preparation (\$700)**

Complete Appendix #C

☐**Total Registration Fees Enclosed \$**_____

An institution filing for registration under Article 9.5, Registered Institutions, of the Private Postsecondary and Vocational Education Reform Act of 1989 (Reform Act), may not offer educational services or programs until the institution has been registered by the Bureau as meeting the specified requirements. Institutions that are applying to change ownership must file this application with the applicable fees at least 20 days prior to the shift in control or change of ownership (CEC Section 94846).

Section 2: Applicant/Institution Information

APPLICANT NAME. Enter full legal names of the owner(s). No initials or aliases. If a legal name contains initials only, so state. If a partnership, list the name of the partnership as well as the names of all partners. Attach additional sheets if necessary. If a Corporation, the name of the corporation must appear exactly as it is recorded with the California Secretary of State. If a limited liability company, the name of the LLC must appear exactly as it is recorded with the California Secretary of State. To reach the California Secretary of State, call (916) 653-2318 or visit their website at www.ss.ca.gov.

BUSINESS NAME. Write the exact name under which the business will be conducted. In other words, list all other names, whether real or fictitious, under which your institution or any owner is or will be providing educational services. This would be the same name or names shown on invoices or advertisements.

BUSINESS ADDRESS. You must list the street address where educational services will be offered. No post office boxes are permitted. This same address should be shown on enrollment agreements and advertisements. If your institution is located at an address that contains other businesses, you must provide the unit/suite number since the Bureau must disclose to the public the exact location where the institution operates.

MAILING ADDRESS. Complete this section only if you wish to receive correspondence at an address other than the business address. However, official Bureau actions are mailed or served at the business address.

2.1 Name of Applicant (state owner's legal name)

2.2 Business Name of the Institution (if different than legal name)

2.3 Business Address/Headquarters

City

County

State

Zip Code

2.4 Mailing Address (if different)

City

County

State

Zip Code

2.5 Business Telephone Number

Business FAX Number

2.6 Website and/or Business E-mail Address (if applicable)

2.7 Social Security Number/FEIN (if applicant is Sole Proprietor/Partnership)

Section 2 continued:

2.8 Type of Ownership (Check One)

☐ Sole Proprietorship (individual owner)

☐ General Partnership (number of partners____) (attach partnership agreement)

☐ Limited Partnership (number of partners____) (attach partnership agreement)

☐ Corporation (attach Articles of Incorporation) ☐ For-Profit ☐ Nonprofit

☐ Limited Liability Company (LLC) (attach Articles of Organization and operating agreement)

☐ Member Managed

☐ Manager Managed

2.9 Date of Ownership

Date of Incorporation

State of Incorporation

Section 3: Principal Officer Designation

PRINCIPAL OFFICIAL CONTACT. Write the full legal name and title of the person with the authority to conduct legal transactions on behalf of the applicant. If the Bureau registers the institution, this is the person with whom the Bureau will correspond and conduct transactions with and who has the authority to act on behalf of the registered institution.

3.1 Name and Title of the Principal Contact

3.2 Business Address

City

County

State

Zip Code

3.3 Principal Contact Telephone Number

FAX Number

Section 4: Principal Officers of the Institution

PRINCIPAL OFFICERS. Provide the names and address of all principal officers. Attach additional sheets where necessary. For businesses organized as corporations or LLC's, complete the following:

4.3 Name of President, Chair,
or Chief Executive Officer

Title

Address

4.4 Name of the Vice President

Address

4.5 Name of the Secretary

Address

Section 4 continued:

4.6 Name of the Treasurer Address

4.7 Board of Directors/Members of LLC Address

4.9 If any individual or legal entity holds 10 percent or more of the stock or controlling interest in this corporation, please provide the following information for **EACH** such individual or legal entity (attach additional sheets if needed):

Name of Individual or Legal Entity

Street Address

City

County

State

Zip Code

Percentage of stock or controlling interest in institution _____%

Name of Individual or Legal Entity

Street Address

City

County

State

Zip Code

Percentage of stock or controlling interest in institution _____%

Section 5: Registered Locations

LOCATIONS. List all California locations at which the institution operates and, if previously registered, the number of students enrolled in California during the preceding year (attach additional sheets if necessary).

5.1	Address	Business Name used at this location	
Telephone Number		FAX Number	
<hr/>			
Address		Business Name used at this location	
Telephone Number		FAX Number	
<hr/>			
Address		Business Name used at this location	
Telephone Number		FAX Number	
<hr/>			

5.2 Number of students enrolled during the preceding year? _____ (N/A if not applicable)

Section 6: Designated Agent for Service of Process

AGENT FOR SERVICE: Every institution shall designate and maintain an agent for service for process within this state. This information will be furnished to any person upon request.

6.1	Name of Agent			
6.2	Address	City	State	Zip Code
6.3	Telephone Number		FAX Number	
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Section 7: Certification of Qualifications of Applicant Institution

CERTIFICATION OF QUALIFICATIONS. The answers to the following questions will help to demonstrate that the applicant institution qualifies for registration as described in California Education Code Sections 94931(i), (j) and 94830, and Business and Professions Code Section 480, and Title 5, California Code of Regulations Section 78022. Yes answers require an explanation including the name of the institution and the circumstances involved. Include supplementary information if requested. For the purpose of this section, a “person in control” means a person who has sufficient capacity, directly or indirectly, to direct or influence the management, policies or conduct of the institution so that the person can cause or prevent violations of the Reform Act.

7.1 Is an owner, person in control, director, or officer of the institution currently operating any other private postsecondary educational institution? ____NO____YES

7.2 Has an owner, person in control, director, or officer of the institution operated any other private postsecondary educational institutions in the past five years? ____NO____YES

7.3 Has the owner, person in control, director, or officer of the institution had an application for approval to operate or registration denied, or had an approval to operate or registration revoked? ____NO____YES

7.4 Has the institution, an owner, person in control, director, or officer of the institution been found in any judicial or administrative proceedings to have violated or admitted to violating the Reform Act?
____NO____YES

7.5 Does the institution, or any owner, person in control, director, officer, or institution have unpaid financial liabilities involving the improper acquisition, use, expenditure, or refund of state or federal financial aid funds? ____NO____YES

7.6 Has the owner, person in control, director, or officer of this institution owned or served as director or officer at another institution that is now closed? ____NO____YES

7.7 Does the applicant owe any outstanding fees, assessments, costs and expenses, or penalties to the Bureau? ____NO____YES

7.8 Does the owner, person in control, director, or officer of the institution owe full refunds or compensation for actual damage to students resulting from the closure of an institution? ____NO____YES

7.9 Has an owner, person in control, director, or officer of the institution ever been convicted of a crime?
____NO____YES

Section 8: Declaration

This application must be completed, signed, and each fact stated therein be declared to be true under penalty of perjury, by the Chief Executive Officer (CEO) of the institution. If there is no CEO, then by **one** of the following: (a) each owner of the institution, if the institution is a sole proprietorship or partnership; (b) each owner of 10% or more of the stock of the institution, if it is incorporated and its stock is **not** traded on a stock exchange; (c) each member of the governing body of a nonprofit corporation, or (e) each member of the limited liability company.

“I declare under penalty of perjury under the laws of the State of California that all statements made in this application and all the attached supporting documents pertaining to this application are true and correct.”

Signature

Date

Printed Name

Title

“I declare under penalty of perjury under the laws of the State of California that all statements made in this application and all the attached supporting documents pertaining to this application are true and correct.”

Signature

Date

Printed Name

Title

“I declare under penalty of perjury under the laws of the State of California that all statements made in this application and all the attached supporting documents pertaining to this application are true and correct.”

Signature

Date

Printed Name

Title

“I declare under penalty of perjury under the laws of the State of California that all statements made in this application and all the attached supporting documents pertaining to this application are true and correct.”

Signature

Date

Printed Name

Title

Appendix A: Continuing Education Program Offerings

The answers to the following questions will help to determine if the educational service(s) or program(s) offered by the institution meets the criteria for Continuing Education as defined in CEC Section 94722.

A.1 Does the institution exclusively offer programs that cost \$500 or less in California? ____YES____NO

The institution is not exclusively offering programs that cost \$500 or less if other educational services are offered to persons in California that cost more than \$500 in tuition.

A.2 Is the educational service or program in subjects licensees are required to take as a condition of continued licensure, and solely for that purpose? ____YES____NO

A.3 Is the educational service or program in subjects that are necessary to continue to practice or work in a profession such as law or medicine and solely for that purpose? ____YES____NO

A.4 Is the educational service or program offered to persons who are already in a particular profession, trade, or job category, for the sole purpose of enhancing their skills or knowledge within that particular profession, trade, or job category? ____YES____NO

A.5 Does the instruction include vocational diploma programs? ____YES____NO

For the purpose of this question, the term “vocational diploma programs” means an educational program that consists of a job-training program or other instruction, training, or education that the institution represents will lead to, fit, or prepare students for employment in any occupation and is offered to students who do not possess a bachelor’s or graduate degree in the field of training.

A.6 Does the instruction lead to a degree? ____YES____NO

A.7 Is any part of the instruction paid from the proceeds of a loan or grant subject to a governmental student financial aid program? ____YES____NO

A.8 Is the educational service or program approved, certified, or sponsored by any of the following: (1) a government agency, other than the bureau, that licenses persons in a particular profession, trade or job category, (2) a state-recognized professional licensing body, such as the State Bar of California, that licenses persons in a particular profession, trade, or job category, or (3) a bona fide trade, business, or professional organization? ____YES____NO

A.9 List the title of each educational service or program that will be offered by the institution. Provide the total cost and number of hours required for completion of each educational service or program. (Attach additional sheets if needed.)

The answers to the following questions will help to determine if the educational service(s) or program(s) offered by the institution meets the criteria for Intensive English Language as defined in CEC Section 94733.

B.2 Is the institution approved by the Department of Homeland Security, United States Immigration and Customs Enforcement (USICE) (formerly known as the United States Immigration and Naturalization Service), solely to provide English instruction to international students for a designated period of study in the United States? ____YES (If yes, provide a copy of approval document.) ____NO.

B.4 Is the educational service represented to lead to, or offered for the purpose of preparing a student for employment in, any occupation or job title? _____YES_____NO

B.6 Is the educational service limited to English instruction in all areas of language skills development, including reading, writing, speaking, listening, grammar, and test preparation? _____YES_____NO

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The answers to the following questions will help to determine if the educational service(s) or program(s) offered by the institution meets the criteria for License and Exam Preparation as defined in CEC Section 94734.

C.2 Is the educational service or program designed to assist students to prepare for an examination for licensure? ____YES____NO

C.4 Does the educational service include instruction in how to prepare for, take, and pass civil service examinations, or other tests qualifying a student for employment by a governmental entity? ____YES____NO

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The answers to the following questions will help to determine if the educational service(s) or program(s) offered by the institution meets the criteria for Short-term Seminar Training as defined in CEC Section 94742.3.

The institution is not exclusively offering programs that cost \$500 or less if other educational services are offered to persons in California that cost more than \$500 in tuition.

D.2 Is the total charge to the student more than \$500 and not more than \$2,000? YES NO

D.3 Is the length of training 250 hours or less? YES NO

D.4 Does the instruction lead to a degree? _____YES_____NO

D.5 Is the instruction financed by a federal or state loan or grant? _____YES_____NO

D.6 Was the educational service originally longer than 250 hours or did it cost more than \$2,000, but was later restructured or divided into one or more segments so that separately, the educational service consists of 250 hours or less of instruction or costs less than \$2,000 in total charges? _____ YES _____ NO

D.7 List the title of each educational service or program that will be offered by the institution. Provide the total cost and number of hours required for completion of each educational service or program. (Attach additional sheets if needed.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Appendix E: Short-term Career Training Offerings

The answers to the following questions will help to determine if the educational service(s) or program(s) offered by the institution meets the criteria for Short-term Career Training as defined in CEC Section 94742.1. _____

E.1 Does the institution exclusively offer programs that cost \$500 or less in California? ____YES____NO

The institution is not exclusively offering programs that cost \$500 or less if other educational services are offered to persons in California that cost more than \$500 in tuition.

E.2 Is the total charge to the student \$2,000 or less? ____YES____NO

E.3 Is the length of training less than 250 hours? ____YES____NO

E.4 Does the instruction lead to a degree? ____YES____NO

E.5 Is the instruction financed by a federal or state loan or grant? ____YES____NO

E.6 Is the instruction divided or structured into one or more segments that when added together consist of 250 hours or more of instruction or cost \$2,001 or more in total charges? ____YES____NO

E.7 Is the educational service represented to lead to, or offered for the purpose of preparing a student for, employment as a certified nursing assistant, a private security guard, or a private patrol operator?
____YES____NO

E.8 List the title of each educational service or program that will be offered by the institution. Provide the total cost and number of hours required for completion of each educational service or program. (Attach additional sheets as needed.)

E.9 List each occupation or job title each educational service or program prepares the student for.

Appendix F: Instructions for Documents and Materials to Accompany Application

The Reform Act requires that certain documents and materials accompany applications for registration of educational services and programs. The Reform Act further requires specific disclosures, and cancellation and refund policies, as described below. The California Education Code (CEC) can be viewed on the Bureau's website at www.bppve.ca.gov, under legislation and regulations. Indicate under separate cover if a certain section is not applicable to your institution.

F.1 Requirements for the Institution's Brochure and/or Catalog

Submit a brochure and/or catalog as required by Article 9.5 commencing with CEC Section 94931 to include the following:

- Descriptions of the instruction provided under each course offered by the institution including the length of programs offered.
- Attendance, dropout, and leave-of-absence policies.
- Schedule of tuition payments, fees, and all other charges and expenses necessary for the term of instruction and the completion of the course of study.
- Cancellation and refund policies.
- **FOR SHORT-TERM CAREER TRAINING PROGRAMS ONLY. Tuition Refund Policy;** **Minimum Requirements pursuant to CEC §94820 and §94931.1(d).** The catalog must contain the following refund policy: The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. An institution shall: (1) deduct a registration fee not to exceed \$100 from the total tuition charge; (2) divide this figure by the number of hours in the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [3], plus the amount of the registration fee specified in [1]; and (5) the refund shall be any amount in excess of the figure derived from [4] that was paid by the student to the institution.

For Short-Term Career Training Programs offered by distance learning, home study, or correspondence, the refund shall be calculated and disclosed in the institution's catalog, as follows: (1) deduct a registration fee not to exceed \$100; (2) divide the figure in [1] by the number of lessons in the program; (3) the quotient derived from [2] is the per-lesson charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge for instruction calculated in [3], plus the amount of the registration fee specified in [1]; and (5) the refund shall be any amount in excess for the figure derived from [4] that was paid by the student to the institution. An institution that offers distance learning, home study, or correspondence programs may specify in its enrollment agreement the time limits within which a student is required to complete the requirements of a program or lesson.

- **Tuition Refund Policy For All Registered Educational Services Upon Cancellation Prior To First Day Of Instruction pursuant to CEC §94822 and §94931(i):** Institutions, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100), if notice of cancellation is made **prior to or on the first day of instruction**. If the first lesson in a home study or correspondence course is sent to the student by mail, the institution shall send it by first-class mail, postage prepaid, documented by a certificate of mailing, and the student shall have the right to cancel until midnight of the eight business day after the first lesson was mailed. The institution shall advise each student that any notification of withdrawal or cancellation and any request for a refund is required to be made in writing.
- **Tuition Refund Policy; Written Disclosure and Examples required for all registered educational services pursuant to CEC §94823 and 94931(i):** The institution shall provide a written statement

containing its refund policy, **together with examples of the application of the policy**, to each student prior to signing the enrollment contract, and shall make its policy known to currently enrolled students.

- **Tuition Refunds; Time For Payment required for all registered educational services pursuant to CEC §94824 and §94931(i):** The institution shall pay or credit refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student's withdrawal has been determined.
- **Current Schedule of Student Charges, Purpose For Charges; Statement of Cancellation/Refund Policy pursuant to CEC §94825:** The institution shall publish a current schedule of all student charges, a statement of the purpose for those charges, and a statement of the cancellation and refund policies with examples of the application of the policies, and shall provide the schedule to all current and prospective students prior to enrollment. The schedule shall clearly indicate and differentiate all mandatory and optional student charges. The institution shall include a clear statement written in English describing the procedures that a student is required to follow to cancel the contract or agreement and obtain a refund. If the institution solicited the student or negotiated the agreement in a language other than English, the notice to the student shall be in that same language. The schedule shall specify the total costs of attendance which shall include, but not necessarily be limited to, tuition, fees, assessments for the Student Tuition Recovery Fund, equipment costs, housing, transportation, books, necessary supplies, materials, shop and studio fees, and any other fees and expenses that the student will incur upon enrollment. The schedule shall clearly identify all charges and deposits that are nonrefundable. If the educational service is registered as a Short-term Career Training Program, the schedule shall also contain both of the following: (1) A statement, to be provided by the bureau, specifying that it is a state requirement that a resident California student who pays his or her own tuition, either directly or through a loan, is required to pay a state-imposed fee for the Student Tuition Recovery Fund. (2) A statement, to be provided by the bureau, describing the purposes, operation, and eligibility requirements of the Student Tuition Recovery Fund.
- **The following statement shall be included on the current schedule of student charges pursuant to Title 5, CCR Sections 76120 and 76215:**
The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

The following statement shall be included on both the current schedule of student charges and the enrollment agreement:

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF if either of the followings applies:

1. You are not a California resident,
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
- A statement of **non-participation** in the Student Tuition Recovery Fund (STRF) for institutions offering the Intensive English Language Program, Short-term Seminar Training, License and Exam Preparation or Continuing Education Programs. Specify the program you are offering.
 - **Disclosure Statement using the following text in a conspicuous location in at least 12-point boldfaced type pursuant to 94931(g)(2):** “We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved or licensed or that the state has verified the information we submitted with our registration form.”
Please note, institutions that currently have non-degree granting approval or degree granting approval are not required to include this disclosure statement in the institution’s brochure/catalog.
 - All other material facts concerning the institution and the program or course of instruction that are reasonably likely to affect the decision of the student to enroll.

F.2 Requirements for the Institutions Registration Form/Enrollment Agreement

Submit a copy of the registration form or agreement that enrolls the student in the educational service as required by Article 9.5 commencing with CEC Section 94931 that contains all of the following. The enrollment agreement or registration form shall be printed in at least 10-point type in English unless the solicitation was in a language other than English.

- Name and address of the location where instruction will be provided.
- Title of the educational program.
- Total amount the student is obligated to pay for the educational service.
- A clear and conspicuous statement that the enrollment form or agreement is a legally binding instrument when signed by the student and accepted by the institution.
- **Delay in Operative Date of Student Contract Pending Attendance at First Class pursuant to CEC §94812 and §94931(i):** Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction. This provision does not apply to correspondence schools or other distance-learning programs.
- **FOR SHORT-TERM CAREER TRAINING PROGRAMS ONLY. Tuition Refund Policy;** **Minimum Requirements pursuant to CEC §94820 and §94931.1(d) the enrollment agreement must contain the following:** The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. An institution shall: (1) deduct a registration fee not to exceed \$100 from the total tuition charge; (2) divide this figure by the number of hours in the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the

hourly charge for instruction calculated in [3], plus the amount of the registration fee specified in [1]; and (5) the refund shall be any amount in excess of the figure derived from [4] that was paid by the student to the institution.

For Short-Term Career Training Programs offered by distance learning, home study, or correspondence, the refund shall be calculated as follows: (1) deduct a registration fee not to exceed \$100; (2) divide the figure in [1] by the number of lessons in the program; (3) the quotient derived from [2] is the per-lesson charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge for instruction calculated in [3], plus the amount of the registration fee specified in [1]; and (5) the refund shall be any amount in excess for the figure derived from [4] that was paid by the student to the institution. An institution that offers distance learning, home study, or correspondence programs may specify in its enrollment agreement the time limits within which a student is required to complete the requirements of a program or lesson.

- **Tuition Refund Policy For All Registered Educational Services Upon Cancellation Prior To First Day Of Instruction pursuant to CEC §94822 and §94931(i):** Institutions, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100), if notice of cancellation is made **prior to or on the first day of instruction**. If the first lesson in a home study or correspondence course is sent to the student by mail, the institution shall send it by first-class mail, postage prepaid, documented by a certificate of mailing, and the student shall have the right to cancel until midnight of the eight business day after the first lesson was mailed. The institution shall advise each student that any notification of withdrawal or cancellation and any request for a refund is required to be made in writing.
- **Tuition Refund Policy; Written Disclosure and Examples required for all registered educational services pursuant to CEC §94823 and §94931(i):** The institution shall provide a written statement containing its refund policy, **together with examples of the application of the policy**, to each student prior to signing the enrollment contract, and shall make its policy known to currently enrolled students.
- **Tuition Refunds; Time For Payment required for all registered educational services pursuant to CEC §94824 and §94931(i):** The institution shall pay or credit refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student's withdrawal has been determined.
- **Current Schedule of Student Charges, Purpose For Charges; Statement of Cancellation/Refund Policy pursuant to CEC §94825 and §94931(i):** The institution shall publish a current schedule of all student charges, a statement of the purpose for those charges, and a statement of the cancellation and refund policies with examples of the application of the policies, and shall provide the schedule to all current and prospective students prior to enrollment. The schedule shall clearly indicate and differentiate all mandatory and optional student charges. The institution shall include a clear statement written in English describing the procedures that a student is required to follow to cancel the contract or agreement and obtain a refund. If the institution solicited the student or negotiated the agreement in a language other than English, the notice to the student shall be in that same language. The schedule shall specify the total costs of attendance which shall include, but not necessarily be limited to, tuition, fees, assessments for the Student Tuition Recovery Fund, equipment costs, housing, transportation, books, necessary supplies, materials, shop and studio fees, and any other fees and expenses that the student will incur upon enrollment. The schedule shall clearly identify all charges and deposits that are nonrefundable. If the educational service is registered as a Short-term Career Training Program, the schedule shall also contain both of the following: (1) A statement, to be provided by the bureau, specifying that it is a state requirement that a resident California student who pays his or her own tuition, either directly or through a loan, is required to pay a state-imposed fee for the Student Tuition Recovery Fund. (2) A statement, to be provided by the bureau, describing the purposes, operation, and eligibility requirements of the Student Tuition Recovery Fund.

- **The following statement shall be included on the current schedule of student charges pursuant to Title 5, CCR Sections 76120 and 76215:**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

The following statement shall be included on both the current schedule of student charges and the enrollment agreement:

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF if either of the followings applies:

1. You are not a California resident,
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
- A statement of **non-participation** in the Student Tuition Recovery Fund (STRF) for institutions offering the Intensive English Language Program, Short-term Seminar Training, License and Exam Preparation or Continuing Education Programs. Specify the program you are offering.
 - **Disclosure Statement using the following text in 10-point boldface type or larger:** "Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S202, Sacramento, CA 95834, (916) 574-7720."

Institutions offering Intensive English Language Programs shall also include with the above statement information referring the student to a consulate of his or her country and the United States Immigration

and Naturalization Service. (Formerly known as “The United States Citizenship and Immigration Service” is now known as the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement.)

- **Disclosure Statement using the following text in a conspicuous location in at least 12-point boldfaced type pursuant to CEC §94931(g)(2):** “We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.” *Please note: Institutions that currently have non-degree granting approval or degree granting approval are not required to include this disclosure statement in the institution’s enrollment agreement.*

F.3 Requirements for Advertisements for all registered educational services pursuant to CEC §94931(d)(6)

Please provide copies of any sample advertisement used to promote the educational service(s) offered.

F.4 Requirements for the Certificate of Completion pursuant to CEC §94931(d)(7)

Please provide a copy of the institution’s certificate of completion.

F.5 Requirements for Third Party Financing pursuant to CEC §94931(d)(9)

If the institution assists students in obtaining financing from a third party for the cost of the educational services at the institution, a copy of the contract or finance agreement reflecting that financing must be included with this application.

F.6 Requirements for the School Performance Fact Sheet and Disclosure Requirements for Short-term Career Training Programs pursuant to CEC §94931.1(d) and §94816

Please provide the performance fact sheet and required disclosure statements on a separate sheet to be included in the student enrollment package. The disclosures shall be signed by the institution and the student and be dated. If the solicitation or negotiation leading to the agreement for a course of instruction was in a language other than English, the disclosures shall be in that other language.

- **Disclosure Statement for New Short-term Career Training Programs**
If the institution has offered the educational service or program for less than one year, the following statement: “This educational service or program is new. We are not able to tell you how many students graduate, how many find jobs, or how much money you can earn after finishing this program.”
Please note, once the institution has offered the educational service for more than one year, the institution is required to comply with all of the disclosure requirements of CEC §94816.
- **Disclosure Statement on Transferability of Units (in at least 12-point type)**
“NOTICE CONCERNING TRANSFERABILITY OF UNITS AT OUR SCHOOL
Units you earn in our **(fill in name of program)** program in most cases will probably not be transferable to any other college or university in the future even though you earned units here at our school. In addition, if you earn a diploma or certificate in our **(fill in name of program)** program, in most cases it probably will not serve as a basis for obtaining a degree at a college or university.”

F.7 Requirements for Financial Responsibility/Audits and Reviews for Short-term Career Training Programs pursuant to CEC §94931(d)(8), §94804 and §94806.

Please provide financial reports (balance sheet, statement of operations, statement of cash flow, and statement of retained earnings or capital). If the institution is a corporation that is publicly traded on a national stock exchange, the institution may submit the corporation’s annual report to satisfy this requirement. Copies of CEC §94804 and §94806 are included in this application.